

ADMINISTRATIVE - INTERNAL USE ONLY
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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Information Systems Analysis Staff, OCIC-M74-068
DATE: 13 June 1974
DDM&S
THRU : DDM&S Records Management Officer
FROM : Chief, Information Control Staff, OC

SUBJECT: Amendment to Records Control Schedule

Attached for approval is amendment 1 to the OC Executive Office's Records Control Schedule 50-72 dated 18 October 1972. The retention time for Item 4b, Suggestion Awards, has been reduced to 3 years from 7, in accordance with General Records Schedule 1, Items 12 and 13.

STATINTL

Attachment:
Amendment 1 to RCS 50-72

CONCURRENCE:

STATINTL

APPROVED:

Officer

17 June 1974
Date

17 June 1974
Date

Records Administration Branch



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